



# APPLICATION FOR REAL ESTATE LIMITED LIABILITY COMPANY OR PARTNERSHIP

REAL ESTATE LICENSING  
P.O. BOX 9048  
OLYMPIA, WA 98507-9048  
(360) 664-6488 or (360) 664-6500  
FAX (360) 586-0998  
www.dol.wa.gov/realestate/refront.htm

Check the appropriate box(es):

☐ LLC – \$210.00      ☐ LLP – \$210.00

☐ Change of Designated Broker

(first broker's license – \$210.00; currently licensed broker – \$26.50)

☐ Company Name Change – \$26.50

FOR VALIDATION ONLY

## Company Information

Please type or print clearly

Make remittance payable to: **STATE TREASURER**

LLC or LLP Name		Business Telephone No. (      )
DBA Name (if Applicable)		FAX Telephone No. (      )
Company Address (Street, City, State, Zip and PO Box if Applicable)		
*Designated Broker's Name (First, Middle, Last)		Designated Broker's Social Security No.

**\*Designated Broker must be a member, manager, or partner**

State law, RCW 26.23.150, requires you to furnish your Social Security Number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens without a Social Security Number must furnish their Individual Tax Identification Number.

## Members, Managers, or Partners

Name (first, middle, last)
Mailing Address (Street, City, State, Zip)
Name (First, Middle, Last)
Mailing Address (Street, City, State, Zip)
Name (First, Middle, Last)
Mailing Address (Street, City, State, Zip)

## Personal Data Questions

Attach a letter of explanation for any affirmative answer(s) to questions 1-5 below

1. With the exception of motor vehicle violations, have you or any member, manager, or partner ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government or any other jurisdiction within the past ten years?  
(Note: If you have or any member, manager, or partner has been convicted of a crime, you will be subjected to an investigation, and you may be denied a license.) ☐ Yes ☐ No

2. Is there a criminal complaint or accusation, or other information presently pending against you or any member, manager, or partner, or are you or any member, manager, or partner under indictment in this state, any other state, by the federal government, or by any other jurisdiction? ☐ Yes ☐ No

3. Has any professional or occupational license or permit issued to

you or any member, manager, or partner, or your right or the right of any member, manager, or partner to engage in any business ever been refused, suspended, revoked, or denied in this state or any other jurisdiction? ☐ Yes ☐ No

4. Have you or any member, manager, or partner ever had a civil court order, verdict, or judgement entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? ☐ Yes ☐ No

5. Are you currently required to register as a sex offender in this or any other state? ☐ Yes ☐ No

If yes, state \_\_\_\_\_ county \_\_\_\_\_

## Zoning and Office Maintenance

6. What is the zoning in the area in which the office is located?  
\_\_\_\_\_

7. Is a real estate office permissible in this zone? ☐ Yes ☐ No

8. Does the LLC/LLP agree to establish and maintain a real estate office at the business address that is accessible to the public? ☐ Yes ☐ No

9. Does the designated broker agree to personally manage and act for and on behalf of the LLC/LLP? ☐ Yes ☐ No

Failure to comply with any provisions of the Real Estate Licensing Act or any rule or regulation promulgated thereunder may result in suspension or revocation of license. If application information is incomplete, the application will not be processed.

## Signature

Designated Broker's Signature <b>X</b>	DB's Telephone Number (      )
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**Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.17**

# Application Instructions for Real Estate LLC/LLP

## Licensing Procedures for a New LLC/LLP

1. Return current real estate license released by broker.
2. Complete Application for Real Estate LLC/LLP License. (Reverse of this document.)
3. Submit a stamped copy of the **Certificate of Formation** which has been filed with the Secretary of State.

**Note:** *Foreign LLC's/LLP's (those not formed in the state of Washington) must furnish a copy of their certificate of authority to conduct business in the state of Washington. To obtain a certificate of authority, contact the Secretary of State's office at (360) 753-7115.*

4. Provide a copy of minutes specifying name of designated broker. **Note** - Designated Broker must be either a member or manager of the LLC **or** a partner in the LLP.
5. Appoint all real estate salespersons or associate brokers on the appropriate forms with a \$26.50 fee. These licensees must have their current licenses released and returned to this office by their present brokers.
6. The fee for the LLC/LLP is \$210.00. The fee for the designated broker is \$26.50 for a transfer or \$210.00 for a first broker's license (one who has passed the broker's examination but not applied for a broker's license prior to this time).

## Company name change

1. Return all real estate licenses showing former company name.
2. Complete Application for Real Estate Limited Liability Company or Partnership (the reverse of these instructions).
3. Submit a copy of the Name Change Amendment that has been stamped and filed with the Secretary of State's Office. (For more information, contact the Secretary of State's Office at (360) 753-7115).
4. All licensees must complete an Application for Real Estate License.
5. Fees are: \$26.50 for the company (includes designated broker) \$26.50 for each licensee

**Note:** If adding or changing **only** a DBA name, steps 3 and 4 do **not** apply. Under those circumstances, only the Real Estate Limited Liability Company or Limited Liability Partnership license needs to be returned.

## Branch office(s)

1. Return branch office license(s).
2. Complete Application for Branch Office License (request one from this office).
3. All licensees must complete an Application for Real Estate License.
4. Fees are: \$26.50 for the branch office  
\$26.50 for each licensee (*See note above.*)

## Procedures for changing designated broker

A. Outgoing designated broker must submit:

1. All real estate licenses displaying his/her name, including the LLC/LLP license and any branch office licenses.
2. A copy of his/her letter of resignation to the company.
3. A letter itemizing all funds being held in the Real Estate Trust Bank Account(s) showing buyer, seller, and amount held. The **new designated broker** must also sign this letter accepting responsibility for the accounts as the new designated broker.
4. A letter listing the names and license numbers of all sales personnel who were employed under him/her as designated broker of the company. The **new designated broker** must also sign this letter accepting responsibility for the sales personnel under his/her employment as the new designated broker.

**Note:** In order to keep your associate broker's license on active status in this or any other company, you must submit a completed Application for Real Estate License and a \$26.50 fee. Otherwise, your license will be placed on inactive status.

B. Incoming designated broker must submit:

1. Signatures on the two letters described in sections 3 and 4 above.
2. A completed Application for Real Estate Limited Liability Company or Partnership (the reverse of these instructions) **and** an Application for Branch Office for each branch (if applicable). Contact this office if you need a Branch Office application.
3. A copy of the minutes appointing the designated broker and listing the members, managers, or partners in the company. The new designated broker must be a member or manager of the LLC **or** a partner of the LLP.
4. His/her current license released and returned by the broker.

## Important - company names information

When opening a new company or changing your company name, please check the availability of the desired name with our office. Submit your request in writing to: Real Estate Licensing, PO Box 9021, Olympia, WA 98507-9021, or fax your request to: (360)586-0998. Include your telephone number and address on the request so we may contact you. If the name is available, we will reserve it for you for 60 days. Names cannot be checked by telephone.

**Note:** Approval or issuance of a name by other state agencies or divisions of this agency does **not** insure that it will be issued by this office. Please don't order signs, stationery, business cards, etc. until the license has been issued.